

Searching in GAP

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There are three ways to search in GAP: by Student, by Appointment, and by Cost Object.

Searching by Student



1. Search for (a) student(s) by using one or more of the fields on the *Student Details* tab.
2. First, select the **Student Course**. This field will default to your primary department, but you may choose another course from the dropdown menu if desired. (Course Option is optional.)
3. Adjust the **Aid Year** and **Period** if needed.
4. **To locate a particular student**, enter either the student's MIT ID or their name and click Search. TIP: Entering a portion of a name will return all matching results; e.g. entering "Mar" will return any student with those three letters beginning their first or last name. Wildcards are not recognized.
OR
To find a list of students, use the Advisor/Supervisor fields if desired. Choose whether you want to see all students, or only those with/without appointments, and then click **Search**. TIP: Advisors to be searched will only be those listed with the Registrar.
5. Results display below the search fields.



If you are unable to find a student, it may be they are not eligible for an appointment for the term you selected

Searching by Appointment



1. Search for appointment(s) by using one or more of the search fields on the *Appointment Details* tab.
If you are searching for a particular appointment and **know the appointment number**, just enter that into the **Appointment Number** field.
If you **do not know the appointment number**, search using one or more of the other fields. Not all fields need to be entered.
2. Be sure to adjust the Aid Year and Term if needed before clicking **Search**.
3. Results display below the search fields.

Searching by Cost Object



1. Adjust the **Aid Year** and **Period** if needed.
2. Enter the search criteria into the other fields. Not all fields need to be entered. Click **Search**.
3. Results display below the search fields

Viewing/Working with the Search Results

There are two views, *View by Student* and *View by Appointment*.

View by Student

